



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FIXED INCOME TRADING/RISK MGMT ADMINR

Job Number: 20001773

Job Code: 94540V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 05/16/1997

Job Revised: 05/16/2008

Grade: 19 Salary (MIN - MID):

\$29,106-\$38,559 - Hourly

\$4,729.74-\$6,265.84 - 37.5 Hr. Monthly Salary

\$5,045.04-\$6,683.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Responsible for final recommendations to the executive director regarding all trading, accounting and risk management activities for the state's investment portfolio. Analyzes and makes recommendations concerning duration and convexity characteristics of portfolios. Provides technical expertise to debt issuing authorities concerning investment of bond proceeds and analysis of complex derivatives associated with debt issuance. Provides assistance in the development of regulations, policies and procedures for implementation of the state's investment programs under the direction of the State Investment Commission. Serves as staff liaison to the State Investment Commission and the financial community. Supervises a group of financial investment staff; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have seven years of experience in trading fixed income securities, fixed income derivative securities and the technical analysis of portfolios.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in trading fixed income securities and/or fixed income derivative securities will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides technical expertise to the asset/liability management function of the Commonwealth. Determines the balancing of portfolios as to security type and the use of derivatives within the guidelines to maximize yield while minimizing risk. Performs stress tests on portfolios for risk management using BondEdge, Bloomberg or other analytical software packages as needed. Develops complex investment strategies to maximize investment returns within constraints. Trades and oversees all other traders in the purchase of securities and fixed income derivative securities. Verifies that all securities and portfolios are in compliance with stated guidelines. Develops and implements complex interest rate hedging and risk management applications to preserve the value of the state's investment from adverse changes due to fluctuating interest rates. Determines that proper accounting methods are used for all asset classes, including derivative securities. Designs processes for software developed in house for use in the investment section. Directly responsible for audit of investment accounts by the Auditor of Public Accounts (financial and electronic). Responsible for documentation required by the Controller's Office under GASB 34 and related standards. Evaluates performance and provides professional development and training for the investment staff.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.